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05 SEP 1974

SUPPLY MANAGEMENT BRANCH INSTRUCTION NO. 75-06

SUBJECT: Guidelines for Selecting Property Procurement Allotment Numbers  
and verifying Financial Analysis Numbers when processing Customer  
Requisitions

1. The following information is provided for assistance of team members in selecting the appropriate Procurement Obligation Allotment Number, which will be referred to hereafter as the Property Procurement Authority (PPA), and in verifying the Charge Cost Center Number, referred to hereafter as the Property Requisition Authority (PRA), when processing customer requisitions involving procurement action.

a. The PRA is assigned by the requisitioning activity or by the Budget and Fiscal Officer of the Headquarters component of the activity. Normally, the commodity team's responsibility is limited to ensuring that the fiscal year is correct (this is particularly important on amendments that involve changes in scope of contractual action) and that special transactions are identified with their designated FAN.

b. PPA is applicable only when procurement action is involved. The appropriate PPA will be found in either the Confidential or the Vouchered column under the DIRECT SHIPMENT heading on the Property Procurement Allotment Number Chart for FY-75 (attachment "A"). Refer to paragraph d for exceptions.

c. Selection of the confidential or vouchered funds will be determined as follows:



through FEDSTRIP channels by the Interdepartmental Support Branch (IDSB), the PPA will be found in the VOUCHERED column.

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(3) Select the PPA assigned to the appropriate materiel category, 1 through 9. If the requisition contains items in more than one materiel category and the total dollar value of each category is \$500.00 or more, separate PPA's must be used and entered in the PPA block of the requisition. Identify which items pertain to each PPA. When more than one materiel category of items appears on the requisition and the total dollar value is less than \$500.00, the team analyst of the last commodity team processing the document will select the PPA identified with the materiel category representing the major portion of the total value and will line out the other PPA's.

d. Exceptions to the above procedures occur when requisitions involve Accommodation Procurement, Reimbursable Sales, and Allocations 26 and 61. When confronted with requisitions for these transactions, disregard the materiel category PPA's and use these specifically assigned to each of these special areas. The following describe the exceptions:

(1) ACCOMMODATION PROCUREMENT. Covers the purchase of property on behalf of either a foreign government or an indigenous person in whom the Organization has an operational interest. The Organization is reimbursed by a deposit of funds with the Organization in advance or by payment upon delivery of the materiel. Headquarters approval is required when the transaction exceeds \$3000 or involves unusually sensitive situations. The PPA for Accommodation Procurements ends with four "nines", i.e. \*\*\*\*-9999. The PPA assigned to this type transaction is \*198-7834. See sample, attachment "B".

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(2) REIMBURSABLE SALES. Involve the sales of property from stock or of procurements made on behalf of another government agency. Such transactions are identified by the appearance of a "five" as the second digit of the PPA and "zeros" as the last digits, i.e. \*5\*\*-0000. PPA \*198-7834 is also assigned to this type transaction. Copies of all such requisitions must be forwarded to the Office of Finance [redacted] and to IDSB [redacted] See samples, attachments "C" and C-1.

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(3) "G" FUNDS. This term applies to procurements made on behalf of other U. S. Government agencies from funds deposited with the Organization. The key to this type requisition is the appearance of a "seven" in the second digit of the PRA, or (X7) in the first two places of the PRA. Examples of such funds may be found on [redacted] and NPIC requisitions. No PPA is assigned but the PRA is repeated in both the Procurement OBLIGATE Allotment No. and the Charge Cost Center Number Blocks. See samples, attachments D and E.

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(4) REPAIR, MODIFICATION, AND FABRICATION (RMF) of property. The PPA assigned to this type requisition is determined by ownership of the property - stock or customer's. If stock, the RMF PPA assigned to the technical cognizant office is used: Office of Communication's Materiel Support Branch \*198-5420, Office of Technical Services Division, \*198-5810, Office of Logistics, \*198-5710. PRA \*178-1051, Property, will apply to all requisitions pertaining to repair of property from stock. When it is necessary to purchase an item to repair a stock item, use one of nine materiel category PPA's and cite property PRA \*178-1051. If the property to be repaired, modified, or fabricated belongs to a customer, use the customer's PPA and repeat it as the PPA. Such transactions are direct charges to the customer's funds. The following two statements should appear on all requisitions pertaining to RMF:

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Note to 903: PLEASE HOLD SHIPMENT PENDING RECEIPT OF SHIPPING INSTRUCTIONS FROM PROCUREMENT DIVISION.

Note to Procurement Division: PLEASE PROVIDE 903 SHIPPING INSTRUCTIONS FOR SHIPPING ITEM(S) TO VENDOR.

See sample, attachment F and F-1.

- (5) REPLACEMENT OF PROCURED ITEMS DAMAGED OR LOST IN TRANSIT. Use OL's PPA \*\*\*\*-7871 (first four digits to be identified by appropriate confidential or vouchered funds). Use the PRA that appeared on the original requisition regardless of the fiscal year. Add the phrase "ISSUE INFO ONLY" in the Charge Cost Center Number block, and the annotation "ISSUE AT NO COST TO REPLACE ITEM(S) DAMAGED OR LOST IN TRANSIT" on body of the requisition. See sample, attachment G.
- (6) OC COGNIZANT ALLOCATION 26 MATERIAL ONLY. Significant and peculiar guidelines apply to Allocation 26 documentation:
- A. Requisitions for issue of Allocation 26 STOCK will cite CIC Account 7912 and PRA \*179-3500. (See attachment H).
  - B. Requisitions for new stock items or stock replenishment are initiated by OC-E/MSB and cite PPA \*198-7802. (see attachment H-1).
  - C. Requisitions for Allocation 26 RM&F and for expendables to support major items will cite CIC Account 7912 and PRA \*179-3190 (RM&F) or \*179-3170 (expendables) respectively. PPA cite \*598-7802 applies. Exceptions to the above are to be co-ordinated with OC-O/COS Log Officer.

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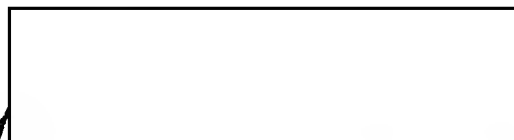
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- (7) OTS COGNIZANT MATERIAL (ALLOCATION 61). If stock items are requested on one document for simultaneous procurement and issue, these transactions cannot be processed as directs but must be double posted. PRA \*125-0072 and PPA \*598-7806 only will be used. Requisitions for withdrawal of Allocation 61 stock on hand must cite PRA \*125-0072; requisitions for procurement of Allocation 61 stock must cite PPA \*598-7806. See sample, attachment I.
- (8) EXCESS PROPERTY. Issue at no charge to PRA for property but transportation, packing, and handling (TPH) costs will be charged. The PRA will be repeated as the PPA. Such transactions will be considered as a charge to funds and will not be processed through the PPA account. See sample, attachment J. The term T/A CHARGES (meaning transfer of account to the requisitioning activity) sometimes appears in the Charge Cost Center Number block in lieu of PRA. Do not process such requisitions until the Headquarters Budget and Fiscal Officer of the component provides a PRA number. See sample, attachment K.
- (9) SHIPPING PURPOSES ONLY. Requisitions requesting this service will not, repeat not, be processed by SMB, with the one following exception:  requisitions requesting movement of  property not provided by the Organization. These will include the word  in both the PPA and PRA blocks. They will be processed per attachment L, with specific attention to inclusion of the statement "All equipment provided by NSA." After SMB action, they will always be routed to C/IDSB for follow-on action.

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For Chief, Supply Management Branch

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Distribution:

Orig - OL/SD/SMB  
1 - OL/SD/SMB/AS  
1 - OL/SD/SMB/CS  
2 - OL/SD/SMB/CSA  
2 - OL/SD/SMB/CSB  
2 - OL/SD/SMB/CSC  
1 - OL/SD/CCDB  
1 - OL/SD/IDSB  
1 - OL/CD  
① - OL/B&FB  
1 - DAC